




Administrative Code Status

In order to check the status of specific Administrative Codes in the EHRP system, there is a public query, HE0045, that can be generated which provides the following information:

1. **Set ID** – Always 'NIH00' for NIH
2. **Dept ID** – Administrative Code
3. **Description** – Organization Name
4. **Status** – A = Active, I = Inactive
5. **Effective Date** – Date Administrative Code went into Effect

To Generate the Query:

1. Go to: Home > PeopleTools > Query Manager > Use > Query Manager
2. In the 'Search For' box type in "HE0045"
3. Click 
4. When the search results for HE0045 appear, select 'Run' on the right hand side of the query name
5. Enter report parameters:
 - a. **Set ID** – Enter "NIH00"
 - b. **Effective Date** – Use the calendar icon or manually enter the date for which you would like to see a snapshot of the organization's administrative codes and their status.
 - c. **Dept ID like** – Enter an entire administrative code or the beginning of an administrative code followed by a percent (%) sign. If the percent (%) sign is used, the report will return all administrative codes that begin with the code entered to the left of the percent sign. For example, if a user wants to view all NCI administrative codes, they should enter "HNC%".
6. Click the 'View Results' button

Result: The list of administrative codes appears

To Download the Results to Excel:

1. While on the screen displaying the query results, select 'Download results in: Excel Spreadsheet'
Result: A new table with the administrative codes will display
2. Select 'File' > 'Save As'
3. Enter the following information:
 - a. **Save In** – Enter location to save report
 - b. **File Name** – Enter name you would like to save the report under
 - c. **Save As Type** - Choose 'Microsoft Excel Workbook (*.xls)' from the drop-down list
4. Click 'Save'





Sample Query:

HE0045 - Department ID/Admin Code Table

SetID:

Effective Date:

Deptid like (Enter % for all d:

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) (1 kb)

View All First 1 - 4 of 4 Last

	SetID	DeptID	Descr	Status	Eff Date
1	NIH00	HNT4U	Lab Gene Regulation & Developm	A	01/01/1940
2	NIH00	HNT4U2	Sect Nutrient Control Of Gene	A	01/01/1940
3	NIH00	HNT4U3	Sect Eukaryotic Transposable E	A	01/01/1940
4	NIH00	HNT4U4	Sect Cell Cycle Regulation	A	01/01/1940

END